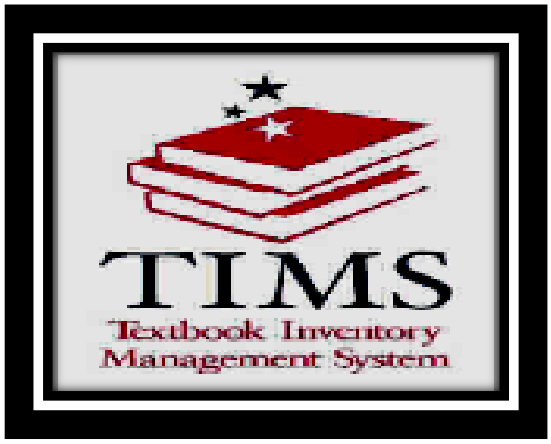
Mississippi Department of Education

TIMS

2014-2015



Textbook Inventory Management System

Table of Contents

The Textbook Adoption Process Summary 3

2014-2015 Textbook Adoption 4

Mississippi Accountability Standards-Textbooks 5

Codes of 1972 Annotated 5

What is TIMS? 6

How do you sign up for TIMS? 6

What is a school district able to do in TIMS? 6

How can a School District access TIMS? 9

Getting Books into the system 11

Catalog table 11

Adding Textbooks to the Catalog 11

Inventory 13

Update Active 13

Transaction Processing 15

Request Process 15

Request Surplus 16

Approve/Inquire Requested 21

Approve Surplus Transfers 24

Transfer Process 26

Request Transfer 26

Approve/Inquire Transfers 30

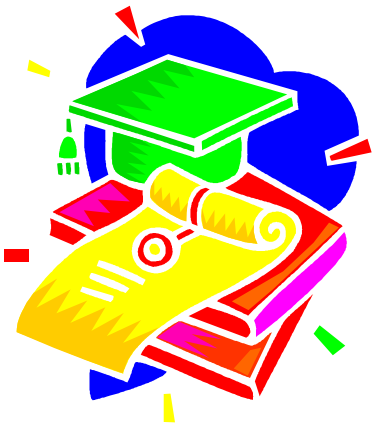
Reporting 32

Reports available in TIMS 32

SECURITY USER LISTING REPORT 37

Things to Remember about TIMS 39

The Office of Textbooks is responsible for coordinating the Adoption, Distribution, Care and Use of Textbooks.



The Textbook Adoption Process Summary

The schools of Mississippi follow a five (5) year adoption cycle with the right of the board, in its discretion, to renew or extend the contract from year to year for a period not exceeding two (2) additional years, **(Section 37-43-19 (c), Mississippi Code of 1972, Annotated).** The detailed steps of this process are as follows:

1. Subject areas are designated each year and placed on the Adoption Cycle Calendar.
2. The MS Department of Education distributes the curriculum standards.
3. The publishers submit books for bid that meet the curriculum standards.
4. For each subject area, a seven member State Rating Committee reviews the submitted books.
5. After the review process, the State Board of Education approves the textbooks for adoption.
6. Copies of the adopted books are sent to schools by request to each

school district for administrators and teachers to review.

7. The Textbook Caravan, travels throughout Mississippi to provide each school district an opportunity to hear presentations about the newly adopted books.

8. After reviewing the books and attending the presentations on State Caravan, districts vote on which books they want to use in their schools.

9. Districts purchase the selected textbooks through the depository or directly from the textbook company.

This is a summary. A detailed explanation of the adoption process can be found on the web in the Textbook Adoption Handbook .

2014-2015 Textbook Adoption

Contemporary Health, Physical Education,
Family and Consumer Science,
Mathematics(Algebra III and Calculus), ELA Electives,
Business Education and Technology Education

PLEASE SAVE THE DATES: The 2014-2015 Textbook Caravan are tentatively scheduled from

January 27, 2015 – February 7, 2015.

Please check the website for final schedule and registration information.

Mississippi Accountability Standards-Textbooks

The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)}

26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301(ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by **June 30** of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to page A-12 in the *Textbook Administration Handbook Rules and Regulations*.)

The document can be downloaded from the web at http://www.mde.k12.ms.us/accred/accred

Codes of 1972 Annotated

The Mississippi Codes of 1972, Title 37 - Chapter 43 is the guidelines used for textbooks. A complete document can be downloaded from the Secretary of State's website at www.sos.state.ms.us.

37-43-51. Reports by schools receiving textbooks

The management of all public, private, parochial or denominational schools wherein the board is furnishing to the students thereof free school textbooks and said free school textbooks are used by the students in said school, shall file annually with the State Board of Education any and all reports as may be required by the board.

Any person who shall refuse, neglect or fail to file any report required by the board shall be denied a new allocation of funds until such reports have been completed and filed with the board.

What is TIMS?

TIMS is the web-based reporting system for the MS Department of Education Office of Textbooks.

TIMS allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

How do you sign up for TIMS?

TIMS1 form is used to designate a Primary and Secondary contact for your District. The District Superintendent's signature is required on this form.

TIMS2 form is used to request a user account in TIMS. The District's Primary or Secondary Contact signature is required on this form.

What is a school district able to do in TIMS?

Update Active
Request Surplus
Request a Transfer
Run Reports

THE TEXTBOOK INVENTORY MANAGMENT SYSTEM (TIMS)
SCHOOL DISTRICT TIMS CONTACT MAINTENANCE FORM
(FORM TIMS-1 SUBMIT ONE FORM PER SCHOOL DISTRICT)

(Please Print or Type Information)

SCHOOL DISTRICT NAME: _____ SCHOOL DISTRICT NUMBER: _____

ADDRESS: _____

CITY/STATE/ZIP _____

PHONE: _____ E-MAIL ADDRESS: _____

SUPERINTENDENT'S NAME: _____

SUPERINTENDENT'S SIGNATURE: _____ DATE: _____

(This must be an original signature in blue ink)

PRIMARY TIMS CONTACT PERSON _____ (Circle One) NEW REQUEST CHANGE

NAME: _____

TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

(This must be an original signature in blue ink)

SECONDARY TIMS CONTACT PERSON _____ (Circle One) NEW REQUEST CHANGE

NAME: _____ TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____

(This must be an original signature in blue ink)

SEND COMPLETED FORM TO: SECURITY ADMINISTRATOR
MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES
FAX: (601) 359-2027 P.O. BOX 771
PHONE: (601) 359-3959 JACKSON, MS 39205

OTSS OFFICE USE ONLY:

RECEIVED BY: _____ DATE: _____

THE TEXTBOOK INVENTORY MANAGEMENT (TIMS)
USER SECURITY PROFILE
(FORM TIMS-2 SUBMIT ONE FORM FOR EACH TIMS USER)
(PLEASE PRINT OR TYPE INFORMATION)

DISTRICT NAME: _____ DISTRICT NUMBER: _____

SCHOOL NAME: _____ SCHOOL NUMBER: _____

Type of Request (Check One):
☐ NEW REQUEST
☐ MODIFY PROFILE OF EXISTING USER
☐ DELETE USER

REQUESTED EFFECTIVE DATE: _____

NAME: _____

TITLE: _____

PHONE: _____ E-MAIL ADDRESS: _____

BASED ON THE ACCESS ROLE DEFINITIONS, CHECK THE LEVEL (S) OF USE REQUIRED FOR THIS USER:

☐ TEXTBOOK COORDINATOR **(District Level Only)** ☐ PRINCIPAL **(School Level Only)**

SIGNATURE OF AUTHORIZED TIMS District Contact (s) **DATE:** _____

(This must be an original signature primary contact person in blue ink)

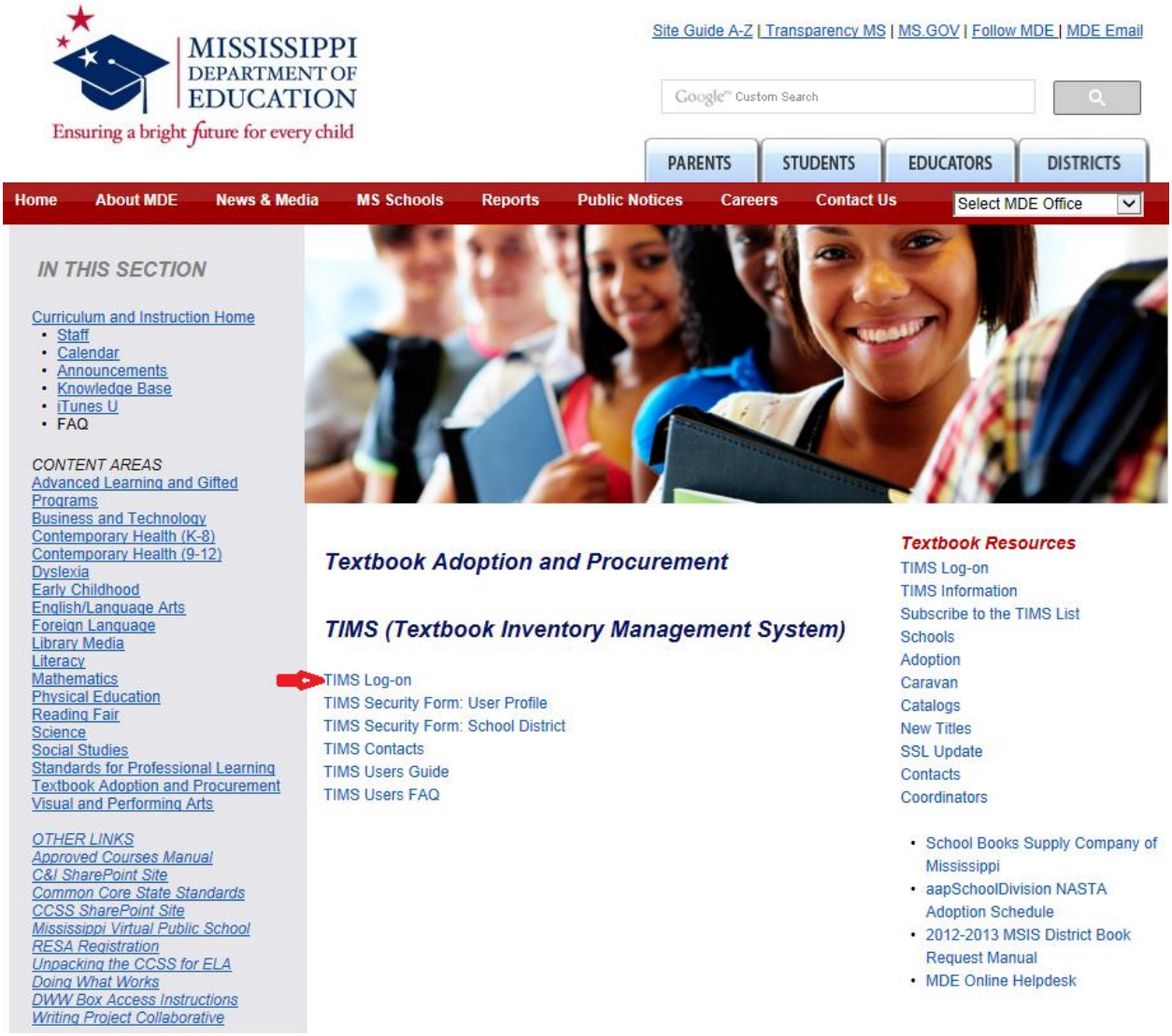
SEND COMPLETED FORM TO:
SECURITY ADMINISTRATOR
MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES
FAX: (601) 359-2027
P.O. BOX 771
PHONE: (601) 359-2837
JACKSON, MS 39205

OTSS OFFICE USE ONLY:

APPROVED BY: _____ DATE: _____

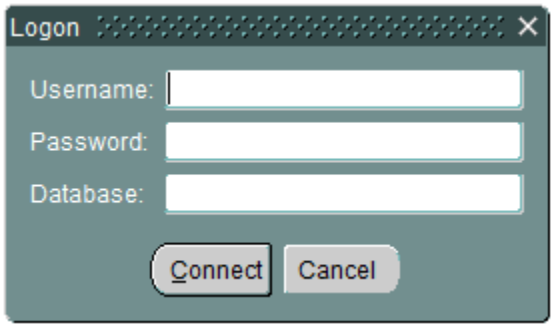
How can a School District access TIMS?

1. **Click on the following link** http://www.mde.k12.ms.us/curriculum-and-instruction/textbook-adoption-and-procurement/tims



2. Click on TIMS Log-on

Logon Screen



3. Enter Username

4. Enter Password

5. Database: **MDED**

6. Click Connect

Getting Books into the system

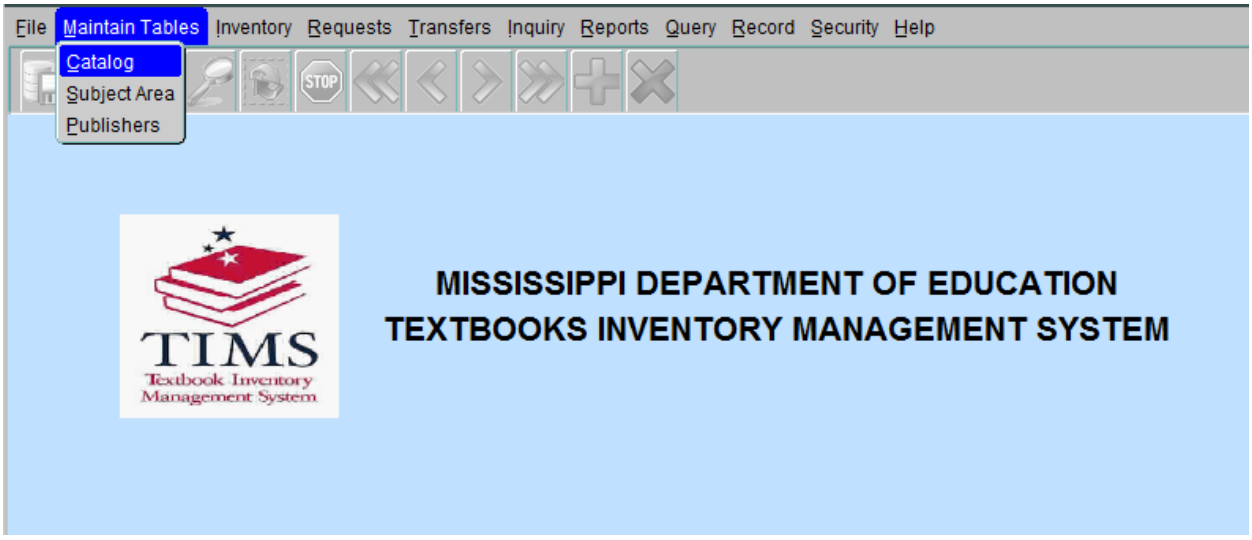
Catalog table

(Only enter textbooks that are not already in the system.)

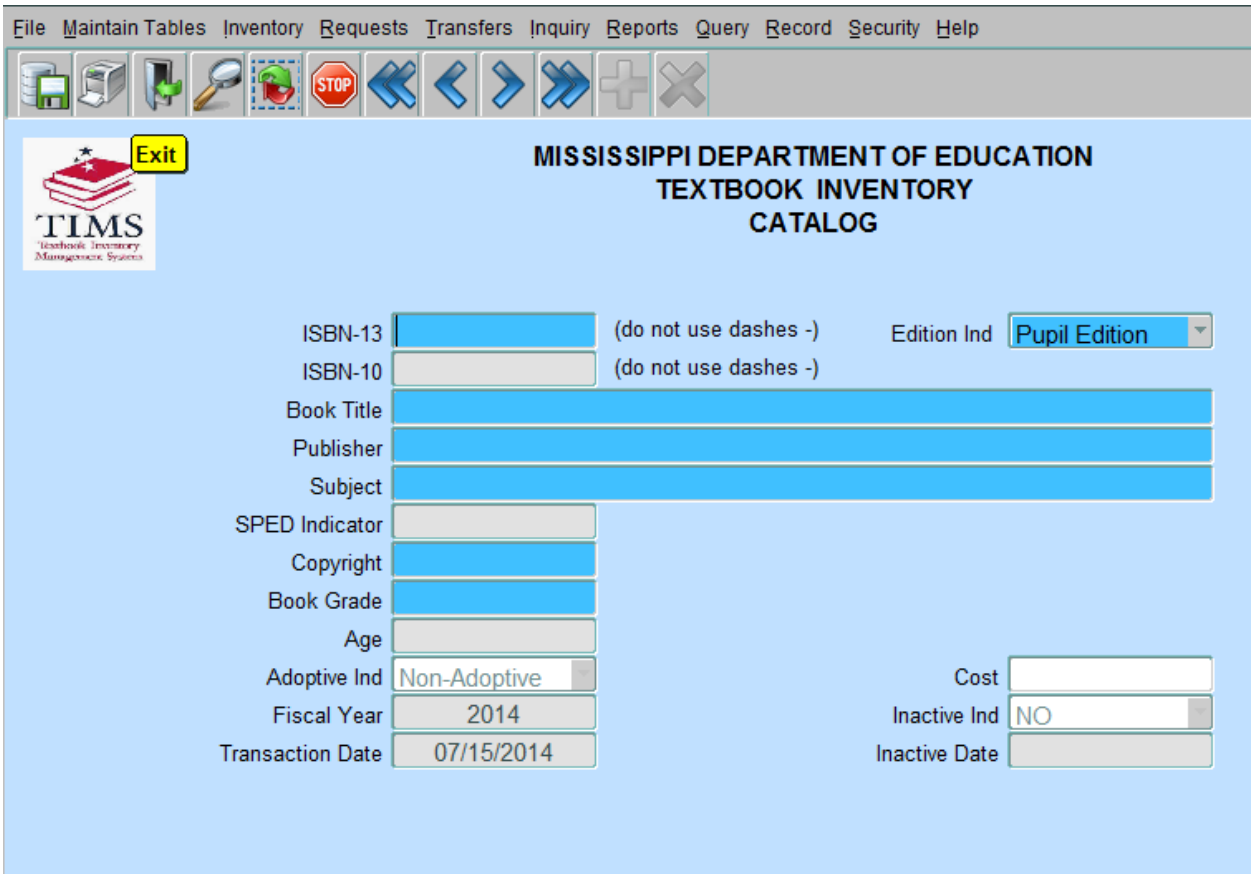
All textbooks must be entered on the catalog screen prior to adding to inventory. Adoption textbooks are uploaded into TIMS by the Office of Technology and Strategic Services (OTSS).

Adding Textbooks to the Catalog

Information pertaining to all textbooks referenced by the **TIMS** system is stored in the **Catalog Table**. Textbooks in this table are indexed by their ISBN numbers. In the event that an ISBN cannot be located within TIMS, the textbook information must be added to the Catalog table.



Click **Maintain Tables** on the **TIMS** file menu and choose **Catalog**.



- Click Exit button( ) on the toolbar
- Enter a 13-digit **ISBN**

  (If textbook information populates after entering ISBN, the textbook is already in the system. *See page 13 (Update Active) to add textbook to your inventory*
- Select **Pupil Edition** or **Teacher Edition** from the **Edition Ind** menu.

  (Please verify that you are choosing the correct Edition)
- Enter the **Book Title** and **Publisher** information.
- Double click or press F9 for listing of valid Subjects, click **OK** after selecting subject**.**
- Enter the **Copyright** year.
- Double click or press F9 for listing of valid Grades, click **OK** after selecting Grade**.**

- Once all the necessary information has been entered, Save the information by choosing **Save** from the **File** Menu or click on Save ( ) icon on toolbar. "**Transaction added successfully**" - Click **OK**

Inventory

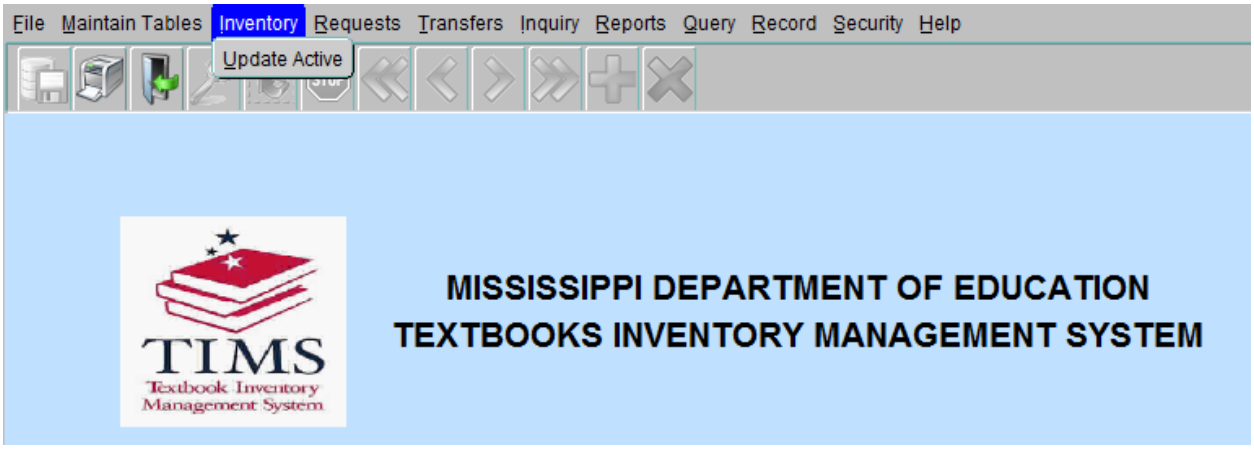
(All books in a school's possession should be added to this system)

Inventory information for all textbooks is stored in the Inventory tables.

These tables are divided into three types: Active, Surplus, and Disposal.

Information in these tables can be updated from the **TIMS Inventory** menu.

Update Active

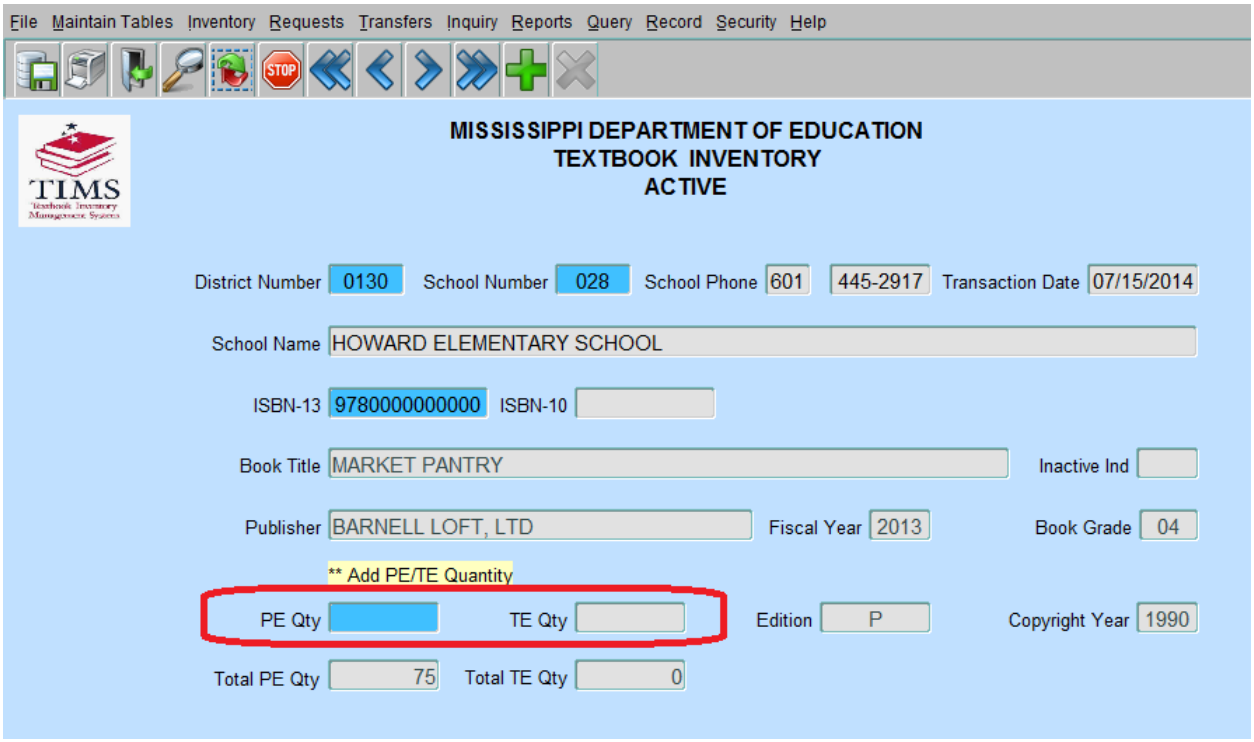


Click **Inventory** on the **TIMS** file menu and choose **Update Active**.

For Textbook Coordinators, a listing of schools in your district will appear.

Select your school and click **OK**, the **Active Inventory** form will appear, with school and district information already entered.

Update Active


File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE
District Number 0130 School Number 028 School Phone 601 445-2917 Transaction Date 07/15/2014
School Name HOWARD ELEMENTARY SCHOOL
ISBN-13 9780000000000 ISBN-10
Book Title MARKET PANTRY Inactive Ind
Publisher BARNELL LOFT, LTD Fiscal Year 2013 Book Grade 04
** Add PE/TE Quantity
PE Qty TE Qty Edition P Copyright Year 1990
Total PE Qty 75 Total TE Qty 0

- Enter ISBN and press tab key
- Once a valid ISBN has been selected, the gray textbook information fields will populate automatically.
- Enter the quantity of textbooks in the **PE Qty** or **TE Qty** field. You will only be allowed to enter information in one of these fields, depending on the ISBN entered.
- Save the information by choosing **Save** from the **File** Menu or click on Save ( ) icon on toolbar. "**Transactions added/updated successfully**" - Click **OK**

  If you have more books to add/update, repeat steps above.
- Exit the form by selecting Exit from the File menu or Click Exit button( ) on the toolbar.

Transaction Processing

Request Process

(Surplus books)

Note: This menu is for making requests only.

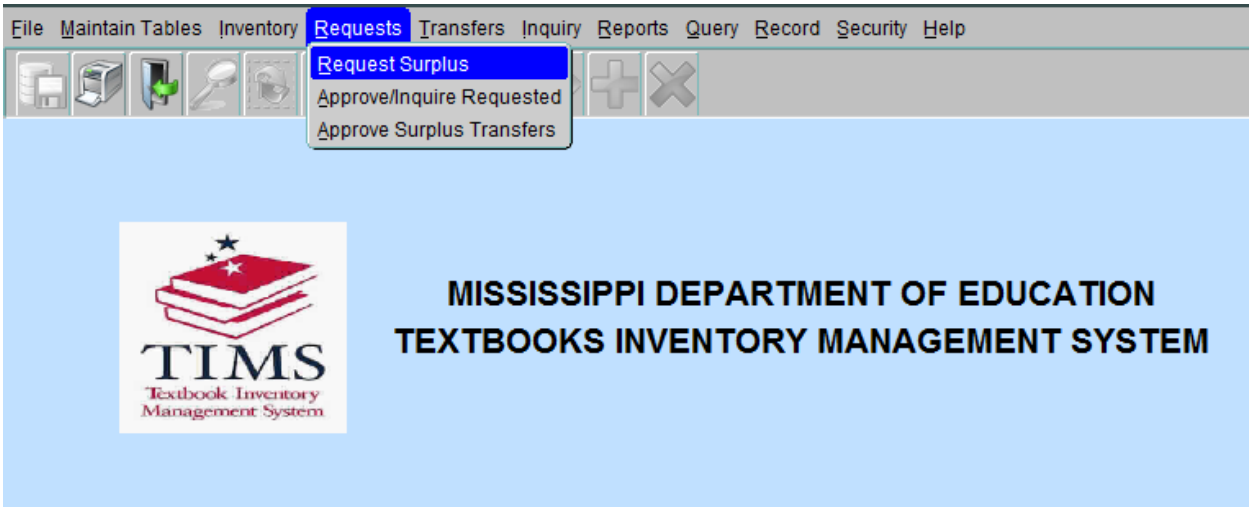
The **Requests** menu will allow you to request surplus books from other schools.

(Requests for books may be made only once, therefore you should know beforehand how many copies of a book you will need.)

Always enter the total number of books needed for each ISBN entered

If the system is unable to locate enough copies to fulfill your request, it will reserve as many copies as possible, and place the remainder in the **Outstanding** section(located on the Request Surplus form).

Request Surplus

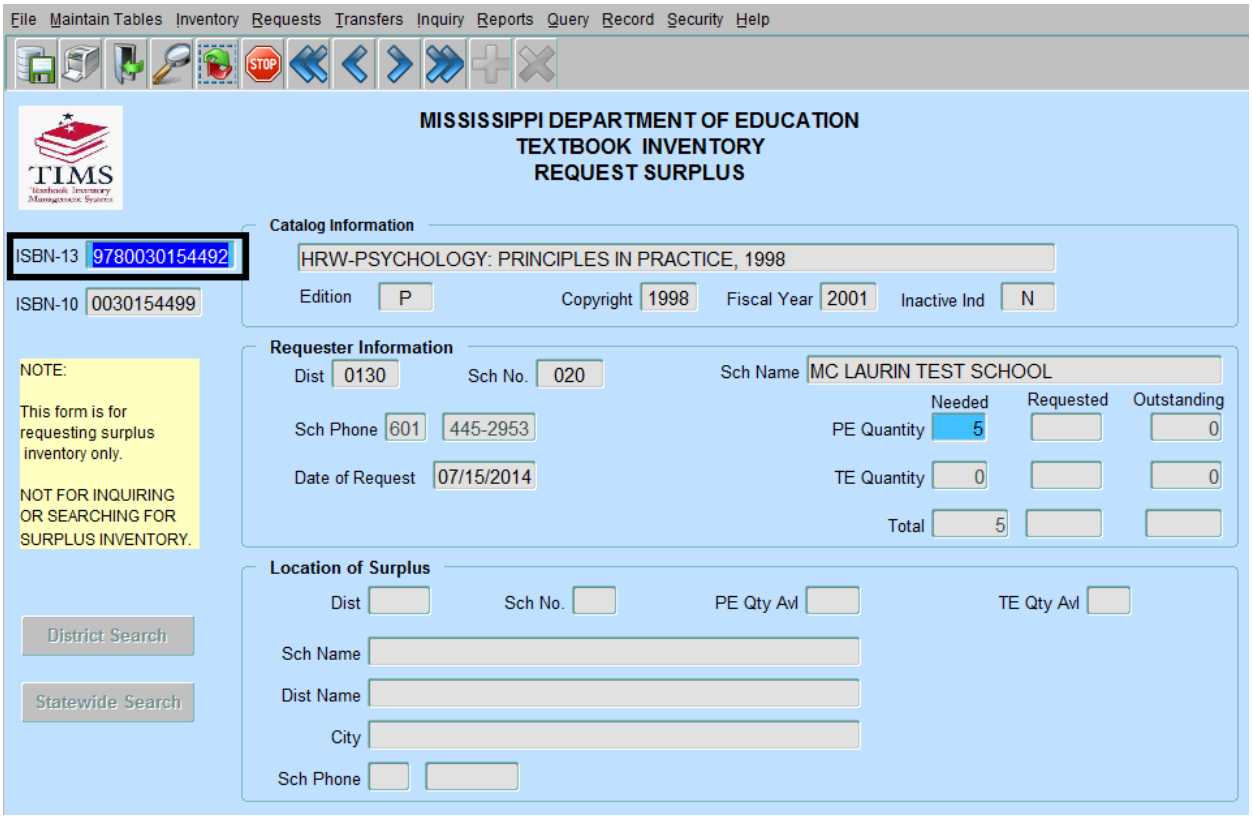

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
Request Surplus
Approve/Inquire Requested
Approve Surplus Transfers
TIMS
Textbook Inventory Management System
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY MANAGEMENT SYSTEM

Click **Requests** on the **TIMS** file menu and choose **Request Surplus**.

If you are a Textbook Coordinator, select the school that will receive the textbooks and click **OK**.

School information in the **Requester Information** section will automatically populate.

Request Surplus



- Enter a valid ISBN and press tab key
- The Catalog Information section will automatically populate based on your selection.
- Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.

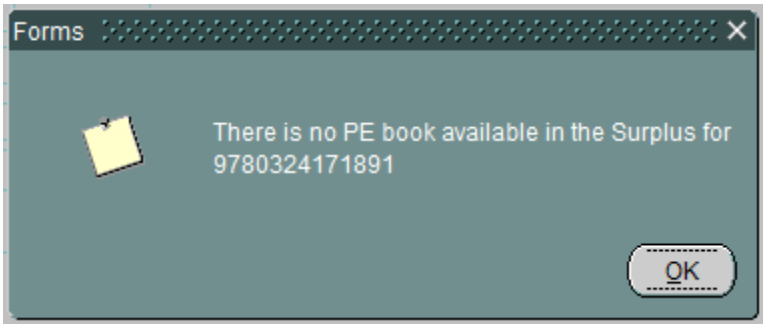
Request Surplus

- Click the **District Search** button or the **Statewide Search** button.

If textbooks are available within the selected district, the **District Search** button will be highlighted for you to click.

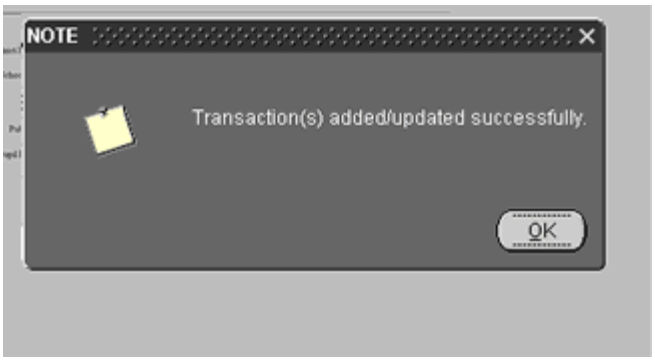
If there are no textbooks available within the selected district, the **Statewide Search** button will be highlighted.

If there are no textbooks available anywhere, a message will display indicating that there are no books available in surplus for this ISBN.



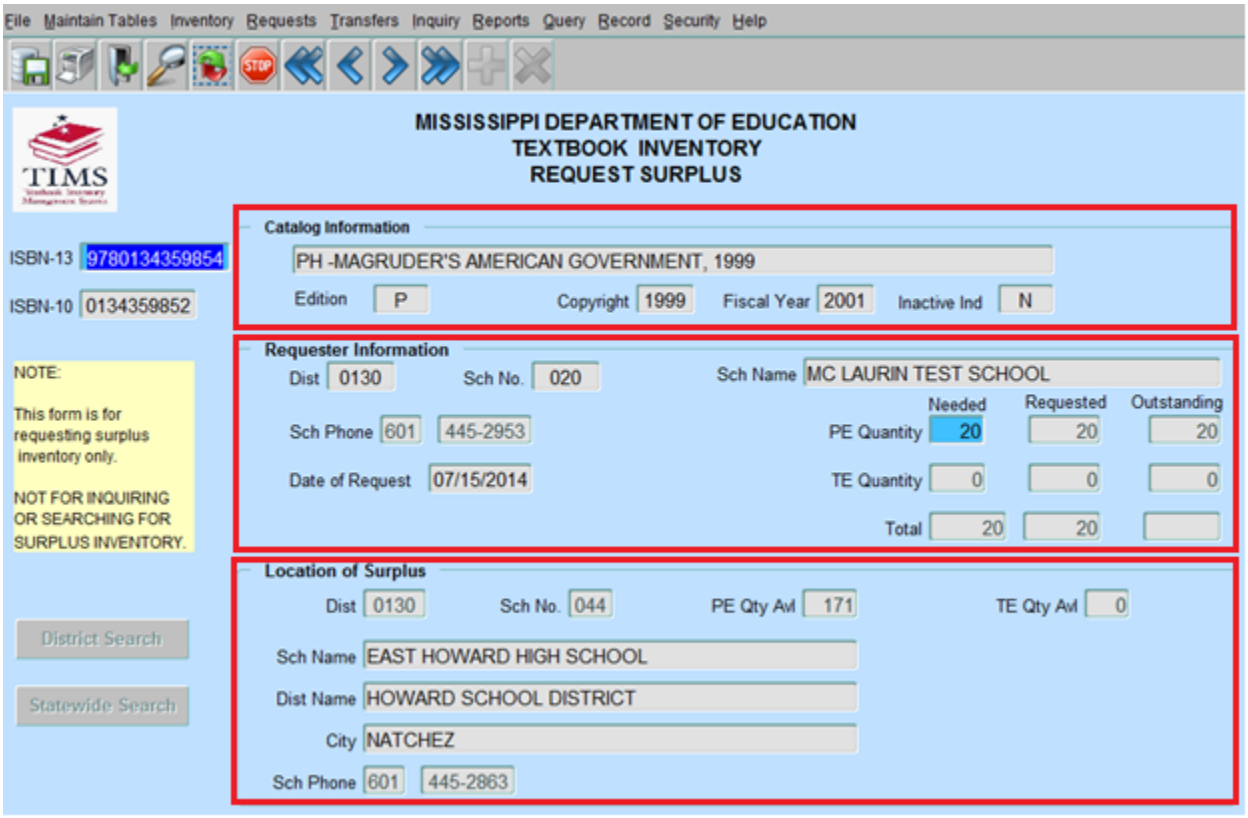
- Once surplus inventory has been located and populated in the Request Surplus form,

  Save the information by choosing **Save** from the **File** Menu or click on Save ( ) icon on toolbar. A message will display indicating that the transaction was added/updated successfully.



- Click **OK**. Exit the form by selecting Exit from the File menu, or Click Exit button( ) on the toolbar.

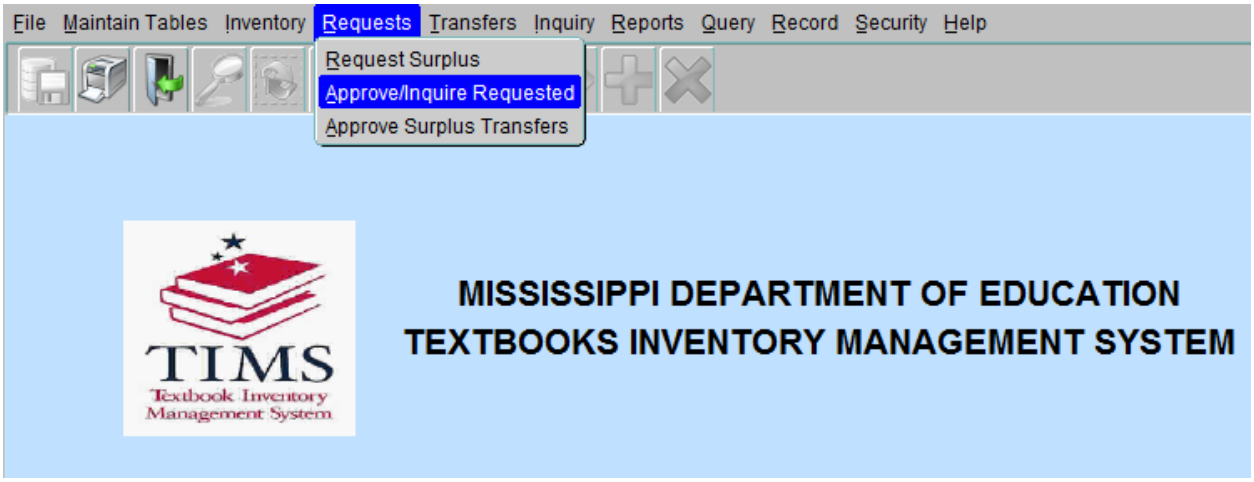
Request Surplus



Overview of Request Surplus form

- Catalog Information
- Requestor Information
- Location of Surplus

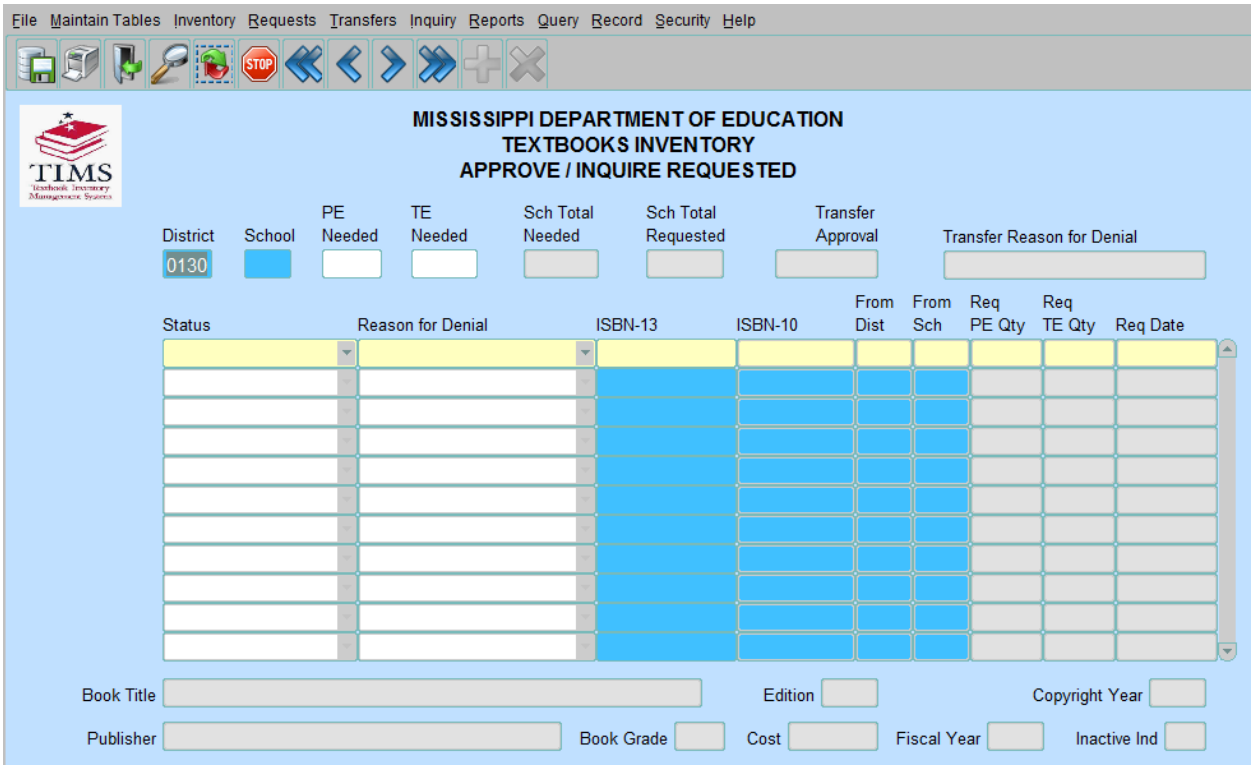
Approve/Inquire Requested


File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
Request Surplus
Approve/Inquire Requested
Approve Surplus Transfers
TIMS
Textbook Inventory Management System
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY MANAGEMENT SYSTEM

To review inventory that your District has requested and to change the status of those requests

- Click **Requests** on the main menu
- Select **Approve/Inquire Requested.**

Approve/Inquire Requested



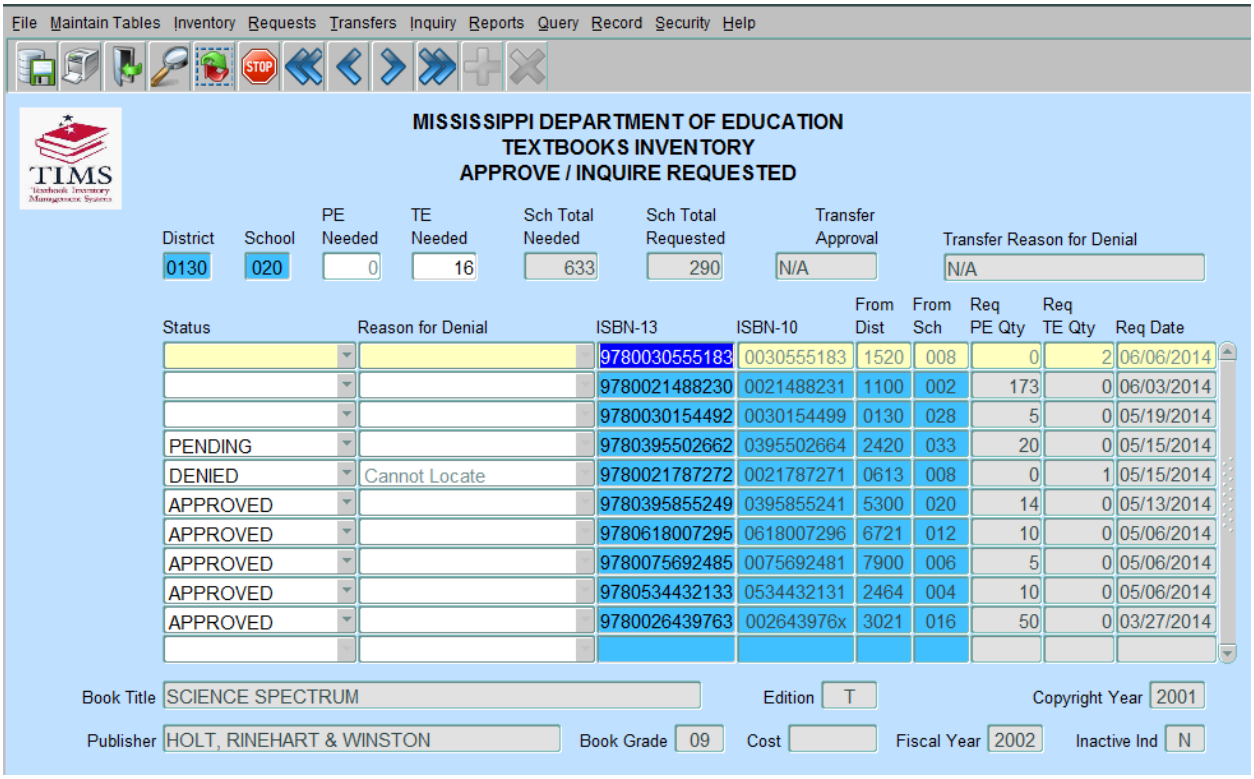
<u>Textbook Coordinator Role</u>

Select **School Number** and the **Approve/Inquire Requested** form will display. You will Approve, Deny or Pend a request.

<u>Principal Role</u>

The requested surplus for the selected school will display. Principals will view a request.

Approve/Inquire Requested

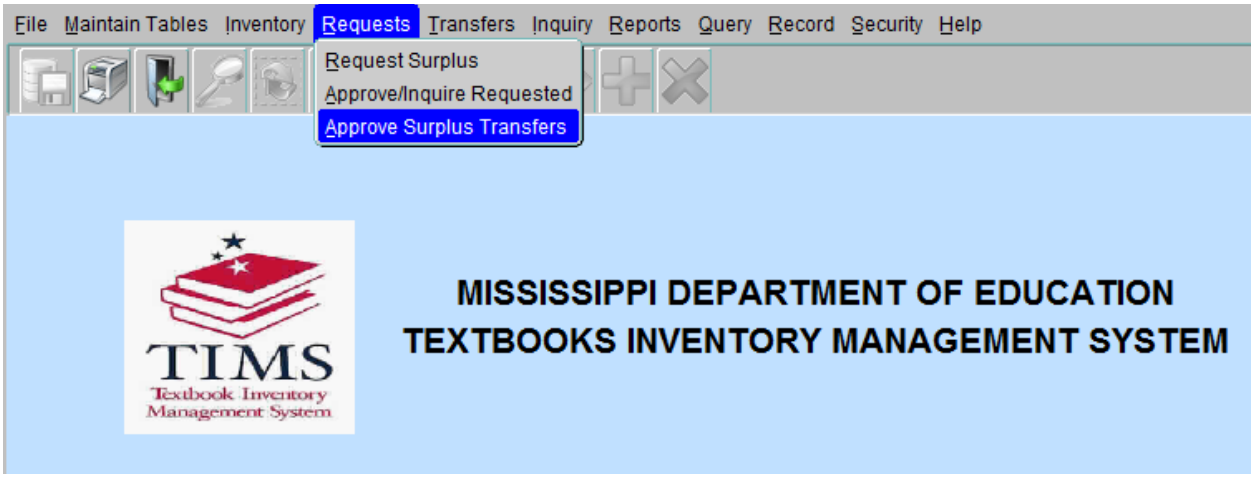

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
APPROVE / INQUIRE REQUESTED
District 0130
School 020
PE Needed 0
TE Needed 16
Sch Total Needed 633
Sch Total Requested 290
Transfer Approval N/A
Transfer Reason for Denial N/A
Status | Reason for Denial | ISBN-13 | ISBN-10 | From Dist | From Sch | Req PE Qty | Req TE Qty | Req Date
9780030555183 0030555183 1520 008 0 2 06/06/2014
9780021488230 0021488231 1100 002 173 0 06/03/2014
9780030154492 0030154499 0130 028 5 0 05/19/2014
PENDING 9780395502662 0395502664 2420 033 20 0 05/15/2014
DENIED Cannot Locate 9780021787272 0021787271 0613 008 0 1 05/15/2014
APPROVED 9780395855249 0395855241 5300 020 14 0 05/13/2014
APPROVED 9780618007295 0618007296 6721 012 10 0 05/06/2014
APPROVED 9780075692485 0075692481 7900 006 5 0 05/06/2014
APPROVED 9780534432133 0534432131 2464 004 10 0 05/06/2014
APPROVED 9780026439763 002643976x 3021 016 50 0 03/27/2014
Book Title SCIENCE SPECTRUM
Edition T
Copyright Year 2001
Publisher HOLT, RINEHART & WINSTON
Book Grade 09
Cost
Fiscal Year 2002
Inactive Ind N

- The small scroll bar can be used to scroll through the **Approve/Inquire Requested** entries, however the cursor must be on a specific ISBN in order to change information or view catalog information.
- Textbook Coordinators may change the status of a surplus request to **Approved**, **Pending**, **Denied**, or leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Reason for Denial** field.

Save the information by choosing **Save** from the **File** Menu or click on Save ( ) icon on toolbar.

Approve Surplus Transfers

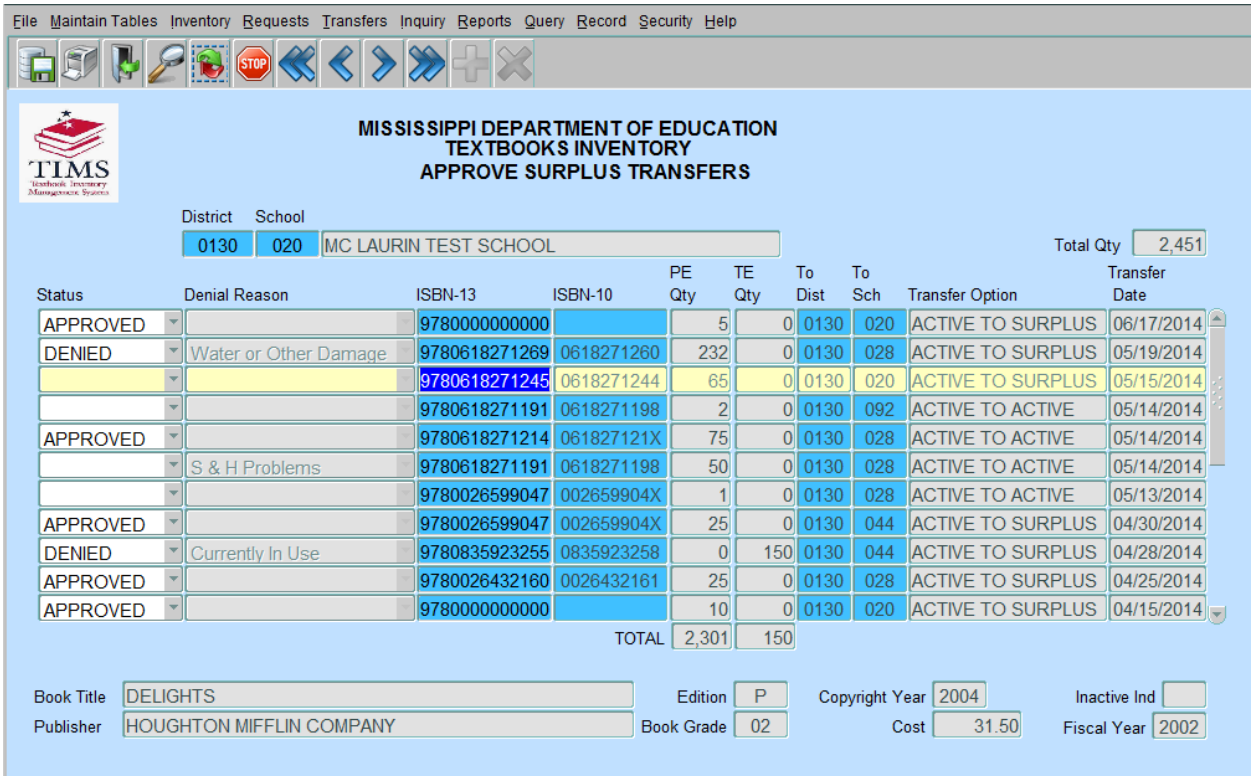
(Textbook Coordinators)



- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the **Request** menu and selecting **Approve Surplus Transfers**.
- Select a **From School**

  The **District/School** is the place where the inventory will be moved from, and the **To District/School** is the destination of the inventory. Once selected, the **Approve Surplus Transfers** form will appear.

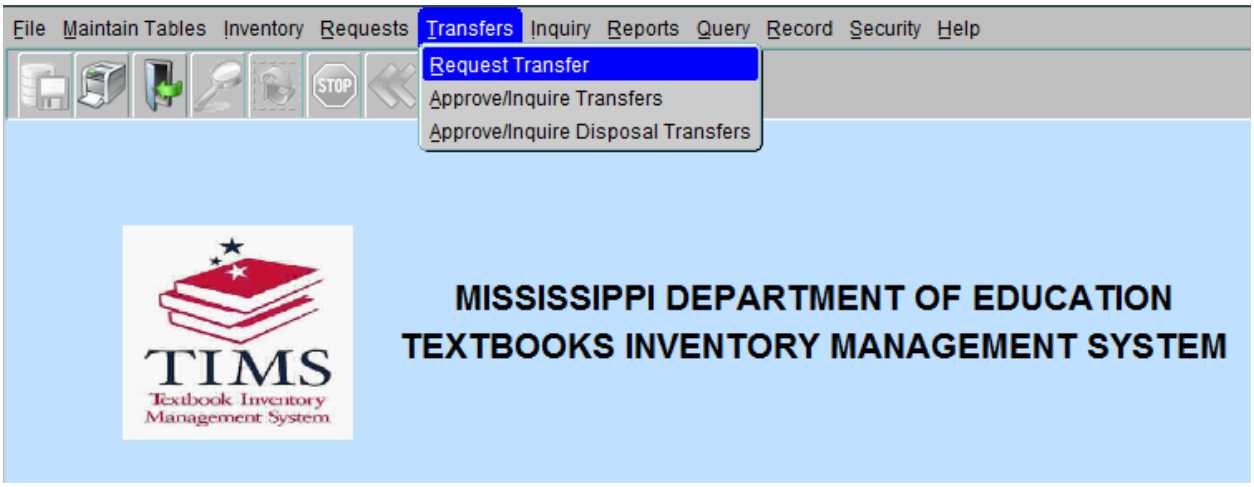
Approve Surplus Transfers


File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
APPROVE SURPLUS TRANSFERS
District 0130
School 020
MC LAURIN TEST SCHOOL
Total Qty 2,451
Status | Denial Reason | ISBN-13 | ISBN-10 | PE Qty | TE Qty | To Dist | To Sch | Transfer Option | Transfer Date
APPROVED | | 9780000000000 | | 5 | 0 | 0130 | 020 | ACTIVE TO SURPLUS | 06/17/2014
DENIED | Water or Other Damage | 9780618271269 | 0618271260 | 232 | 0 | 0130 | 028 | ACTIVE TO SURPLUS | 05/19/2014
| | 9780618271245 | 0618271244 | 65 | 0 | 0130 | 020 | ACTIVE TO SURPLUS | 05/15/2014
| | 9780618271191 | 0618271198 | 2 | 0 | 0130 | 092 | ACTIVE TO ACTIVE | 05/14/2014
APPROVED | | 9780618271214 | 061827121X | 75 | 0 | 0130 | 028 | ACTIVE TO ACTIVE | 05/14/2014
| S & H Problems | 9780618271191 | 0618271198 | 50 | 0 | 0130 | 028 | ACTIVE TO ACTIVE | 05/14/2014
| | 9780026599047 | 002659904X | 1 | 0 | 0130 | 028 | ACTIVE TO ACTIVE | 05/13/2014
APPROVED | | 9780026599047 | 002659904X | 25 | 0 | 0130 | 044 | ACTIVE TO SURPLUS | 04/30/2014
DENIED | Currently In Use | 9780835923255 | 0835923258 | 0 | 150 | 0130 | 044 | ACTIVE TO SURPLUS | 04/28/2014
APPROVED | | 9780026432160 | 0026432161 | 25 | 0 | 0130 | 028 | ACTIVE TO SURPLUS | 04/25/2014
APPROVED | | 9780000000000 | | 10 | 0 | 0130 | 020 | ACTIVE TO SURPLUS | 04/15/2014
TOTAL 2,301 150
Book Title DELIGHTS
Publisher HOUGHTON MIFFLIN COMPANY
Edition P
Book Grade 02
Copyright Year 2004
Cost 31.50
Inactive Ind
Fiscal Year 2002

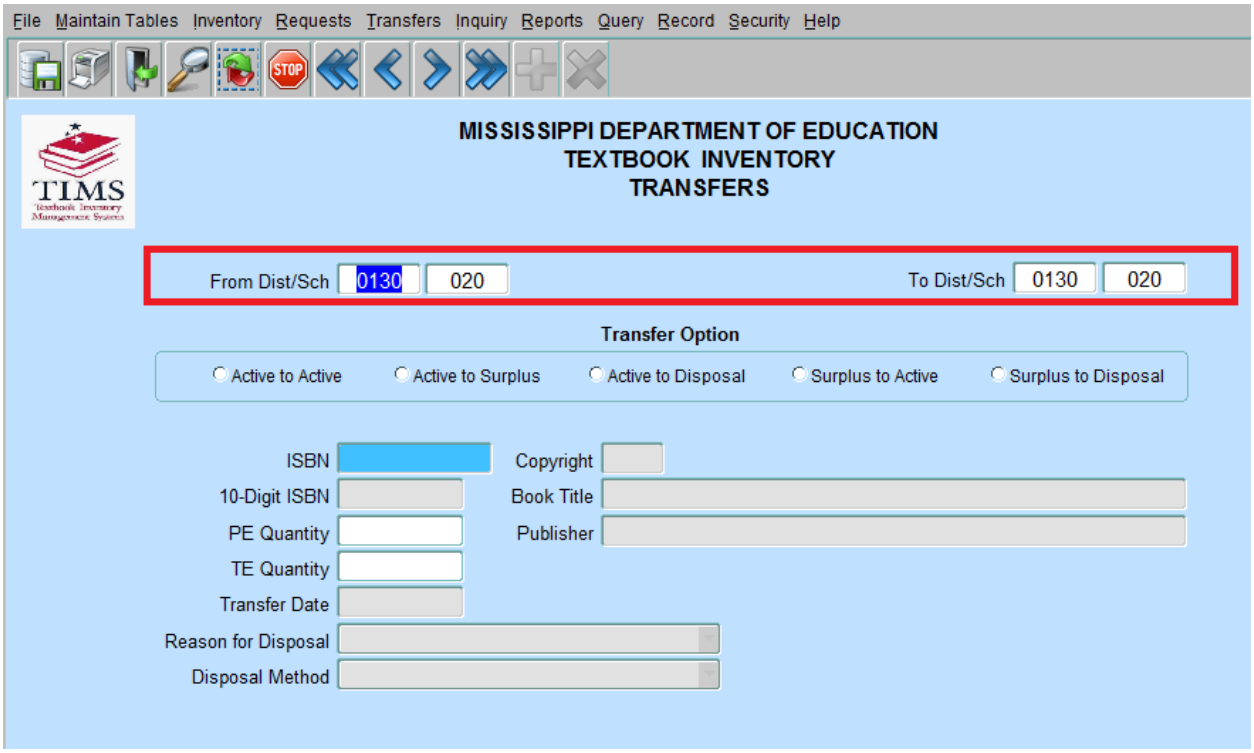
- The requested surplus for the selected school will display. Textbook coordinators may select another school in their district by double clicking on the school field to display a list of available schools.
- Textbook Coordinators may change the status of requested surplus to **Approved**, **Denied**, or they may leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Denial Reason** field.
- Changes to this form can be saved by clicking **Save** on the **File** menu or click on Save ( ) icon on toolbar.
- To exit without saving changes, select **Exit** from the File menu, or Click Exit button ( ) on the toolbar.

Transfer Process

Request Transfer

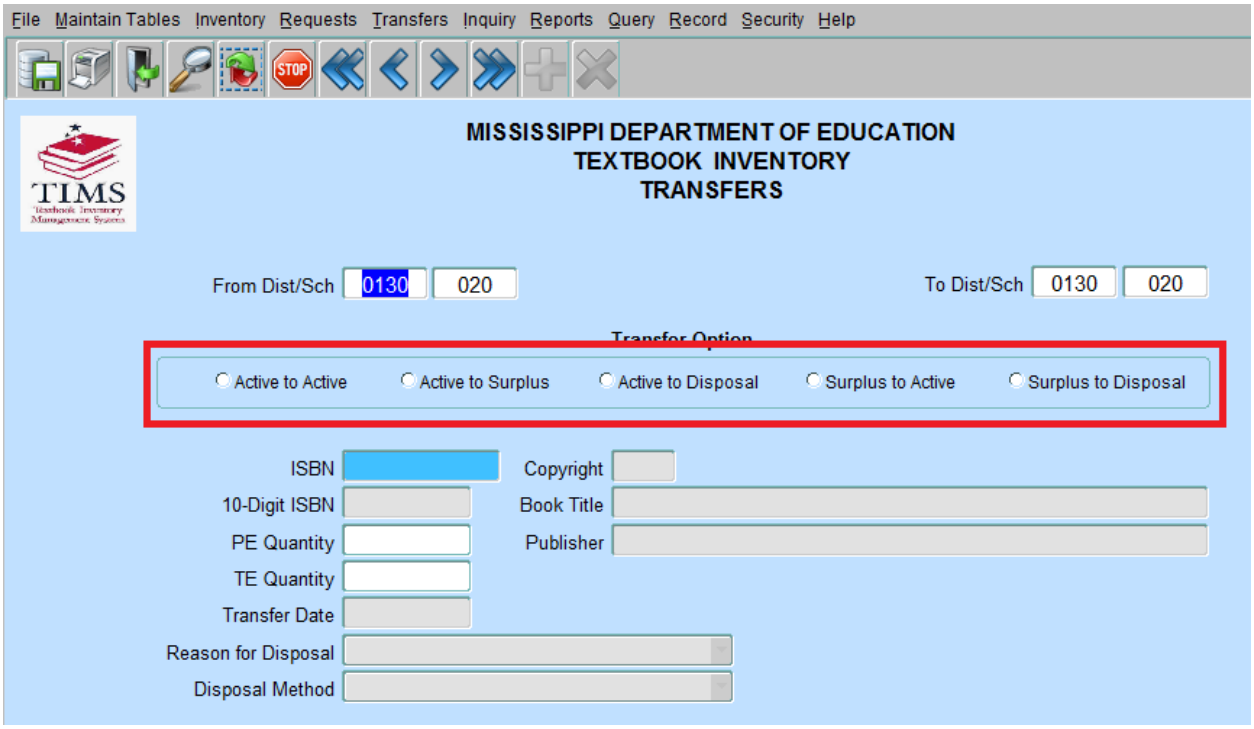


Request Transfer



- To transfer inventory from one type to another (such as Active, Surplus, or Disposal), click **Transfers** on the main menu and select **Request Transfer**. Enter the district and school numbers.
- After the **From School** is entered the user will be prompted to select a **To District/School**. The **From District/School** is the place where the inventory will be moved from and the **To District/School** is the destination of the inventory.
- When the **From Dist/Sch** and **To Dist/Sch** have been populated, the **Transfer** form will display.

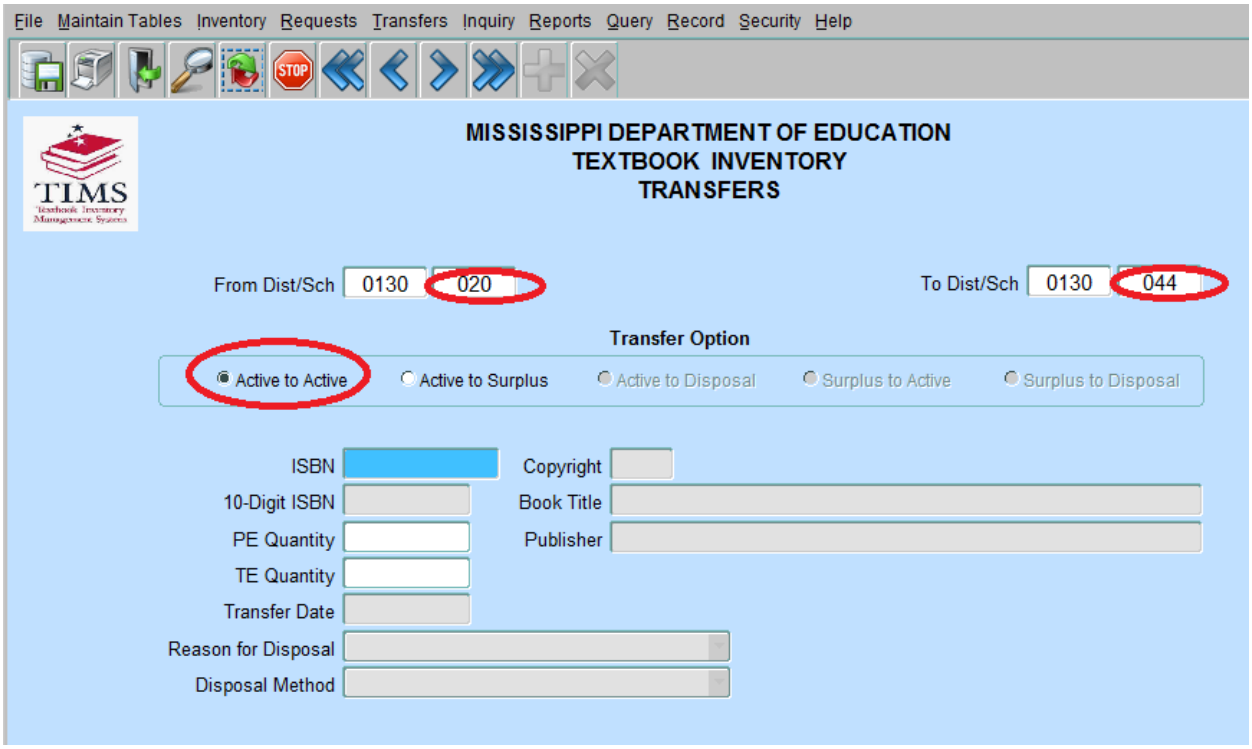
Request Transfer



- Select the type of transfer to perform by clicking one of the five available transfer options.
- The five types of transfer options are:
- **Active to Active** – must be done within the same district. The **To Sch** cannot be the same as the **From Sch**.
- **Active to Surplus** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the system will change it to what is in the **From Dist/Sch**.
- **Active to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
- **Surplus to Active** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
- **Surplus to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.

****Disposals must be approved by the Office of Textbooks**

Request Transfer

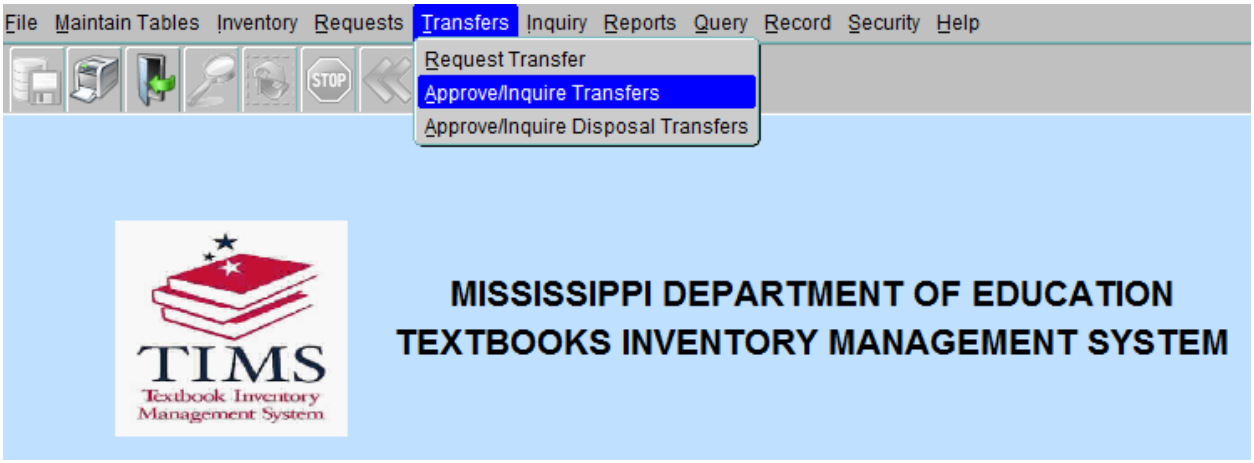


- **Transfer Option – Active to Active**
- Click on **Active to Active**,
- Enter an ISBN and tab (The copyright, book title, publisher, and transfer date will automatically populate).
- Enter the **PE Quantity** or **TE Quantity** to be transferred. If there was already a request for this ISBN the system will display the previous request.
- Save the transfer by clicking **File**, then **Save** or click on Save ( ) icon on toolbar.

  The message "Transaction(s) added/updated successfully" will display.
- **Note:** Changes cannot be made to a transfer request once it has been saved. If by chance invalid data was entered and saved, please contact the Textbook Coordinator to deny the Transfer Request (by clicking **Transfers** on the main menu and selecting **Approve/Inquire transfers)**.

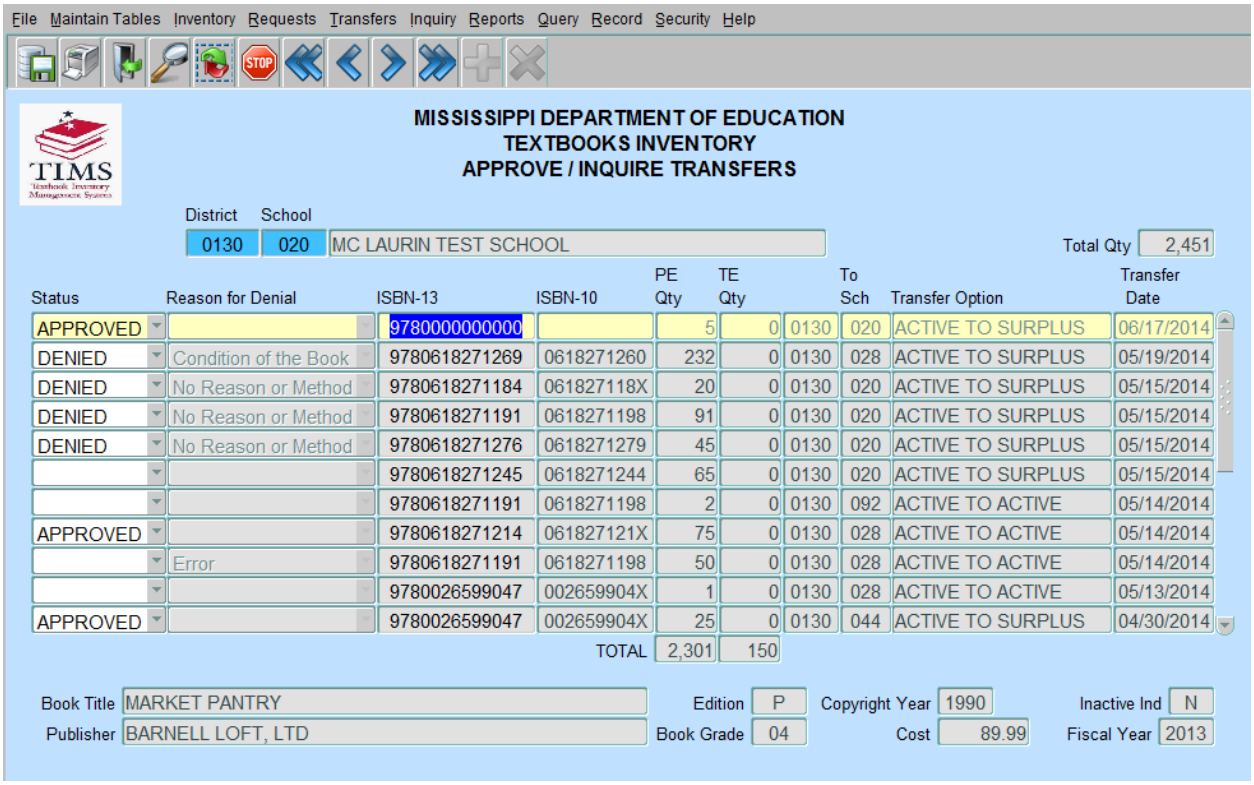
Approve/Inquire Transfers

(Textbook Coordinators)


File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
Request Transfer
Approve/Inquire Transfers
Approve/Inquire Disposal Transfers
TIMS
Textbook Inventory Management System
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY MANAGEMENT SYSTEM

- To review transfer requests and to change the status of those requests, click **Transfers** on the main menu and select **Approve/Inquire Transfers**.
- Select the school to be inquired on and click **OK**. The system will display the **Approve/Inquire Transfers** form for the school that was selected.

Approve/Inquire Transfers

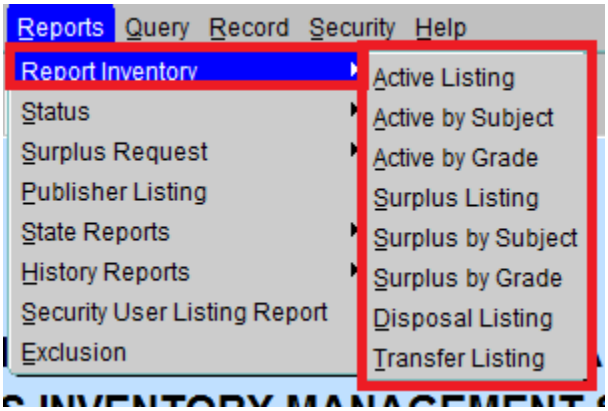

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
APPROVE / INQUIRE TRANSFERS
District School
0130 020 MC LAURIN TEST SCHOOL
Total Qty 2,451
Status Reason for Denial ISBN-13 ISBN-10 PE Qty TE Qty To Sch Transfer Option Transfer Date
APPROVED 9780000000000 5 0 0130 020 ACTIVE TO SURPLUS 06/17/2014
DENIED Condition of the Book 9780618271269 0618271260 232 0 0130 028 ACTIVE TO SURPLUS 05/19/2014
DENIED No Reason or Method 9780618271184 061827118X 20 0 0130 020 ACTIVE TO SURPLUS 05/15/2014
DENIED No Reason or Method 9780618271191 0618271198 91 0 0130 020 ACTIVE TO SURPLUS 05/15/2014
DENIED No Reason or Method 9780618271276 0618271279 45 0 0130 020 ACTIVE TO SURPLUS 05/15/2014
9780618271245 0618271244 65 0 0130 020 ACTIVE TO SURPLUS 05/15/2014
9780618271191 0618271198 2 0 0130 092 ACTIVE TO ACTIVE 05/14/2014
APPROVED 9780618271214 061827121X 75 0 0130 028 ACTIVE TO ACTIVE 05/14/2014
Error 9780618271191 0618271198 50 0 0130 028 ACTIVE TO ACTIVE 05/14/2014
9780026599047 002659904X 1 0 0130 028 ACTIVE TO ACTIVE 05/13/2014
APPROVED 9780026599047 002659904X 25 0 0130 044 ACTIVE TO SURPLUS 04/30/2014
TOTAL 2,301 150
Book Title MARKET PANTRY
Edition P
Copyright Year 1990
Inactive Ind N
Publisher BARNELL LOFT, LTD
Book Grade 04
Cost 89.99
Fiscal Year 2013

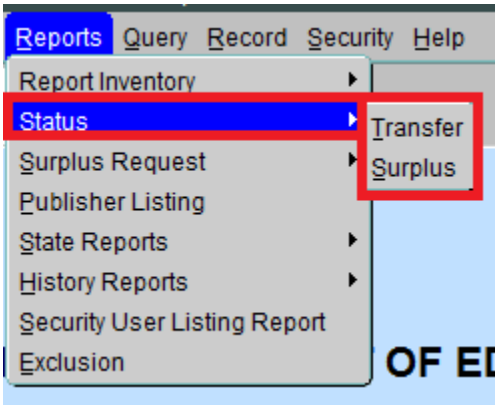
- If you change the status to **Denied** the **Reason for Denial** has to be selected.

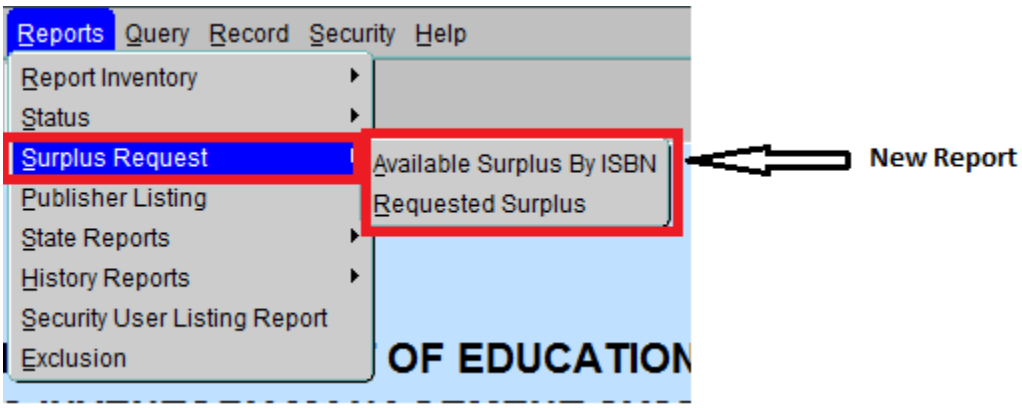
- To exit the form after viewing, click **File**, and then **Exit** or Click Exit button ( ) on the toolbar.

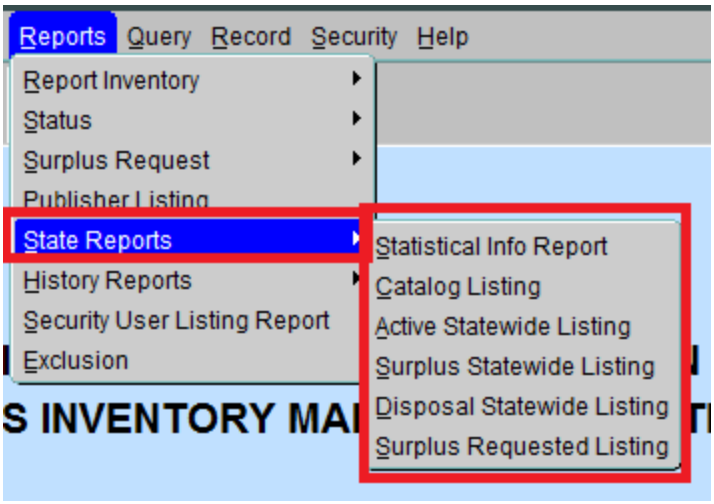
Reporting

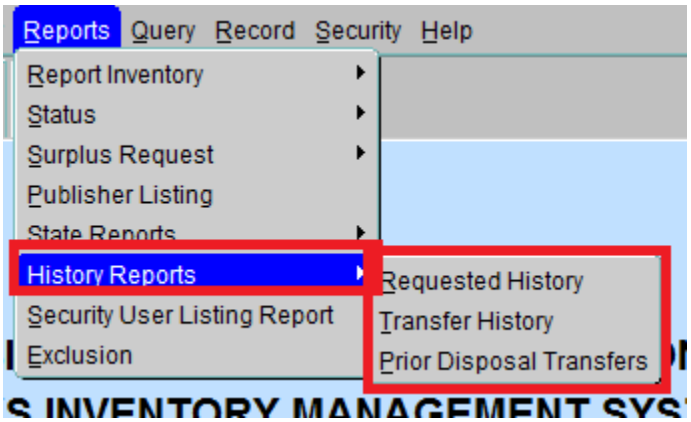
Reports available in TIMS

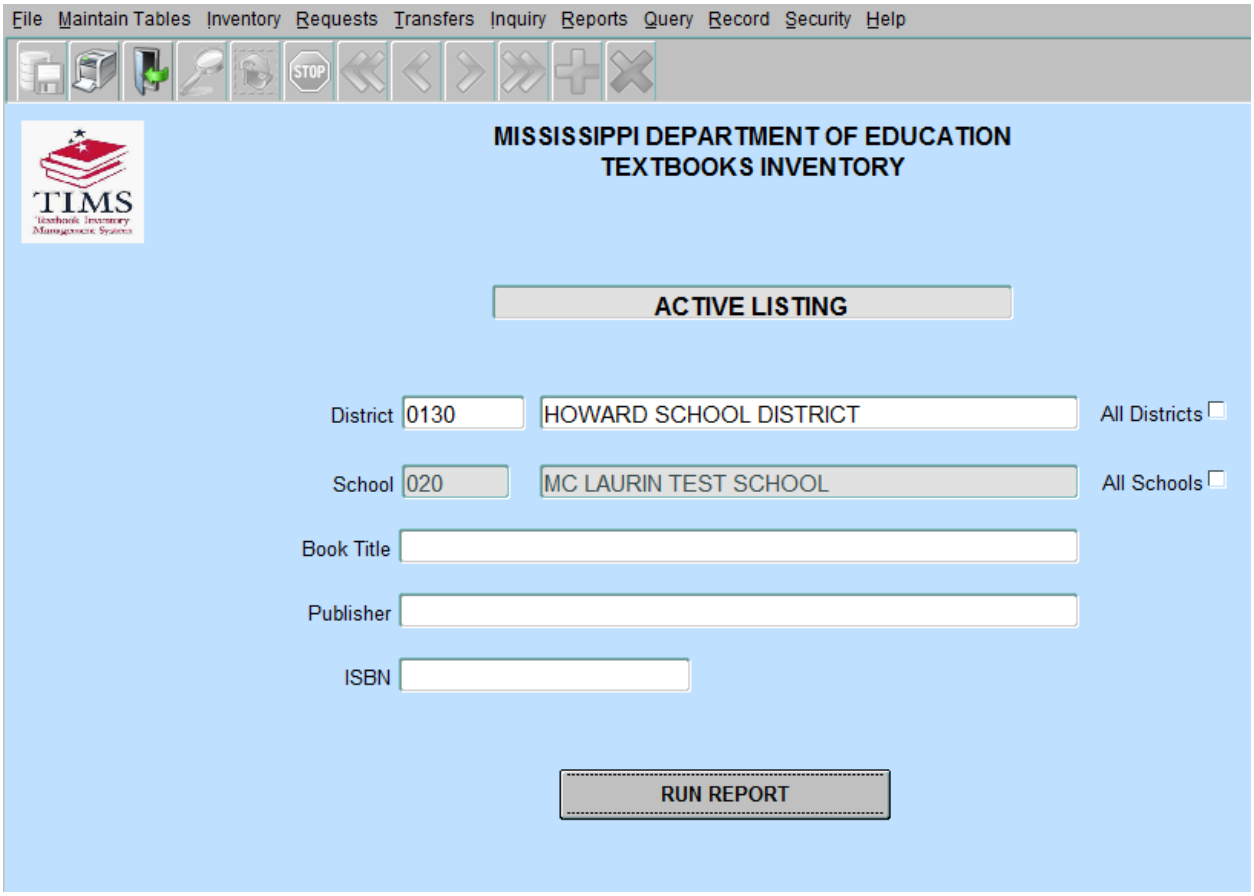







Reports
Query
Record
Security
Help
Report Inventory
Status
Surplus Request
Publisher Listing
State Reports
History Reports
Security User Listing Report
Exclusion
Statistical Info Report
Catalog Listing
Active Statewide Listing
Surplus Statewide Listing
Disposal Statewide Listing
Surplus Requested Listing


Reports
Query
Record
Security
Help
Report Inventory
Status
Surplus Request
Publisher Listing
State Reports
History Reports
Security User Listing Report
Exclusion
Requested History
Transfer History
Prior Disposal Transfers

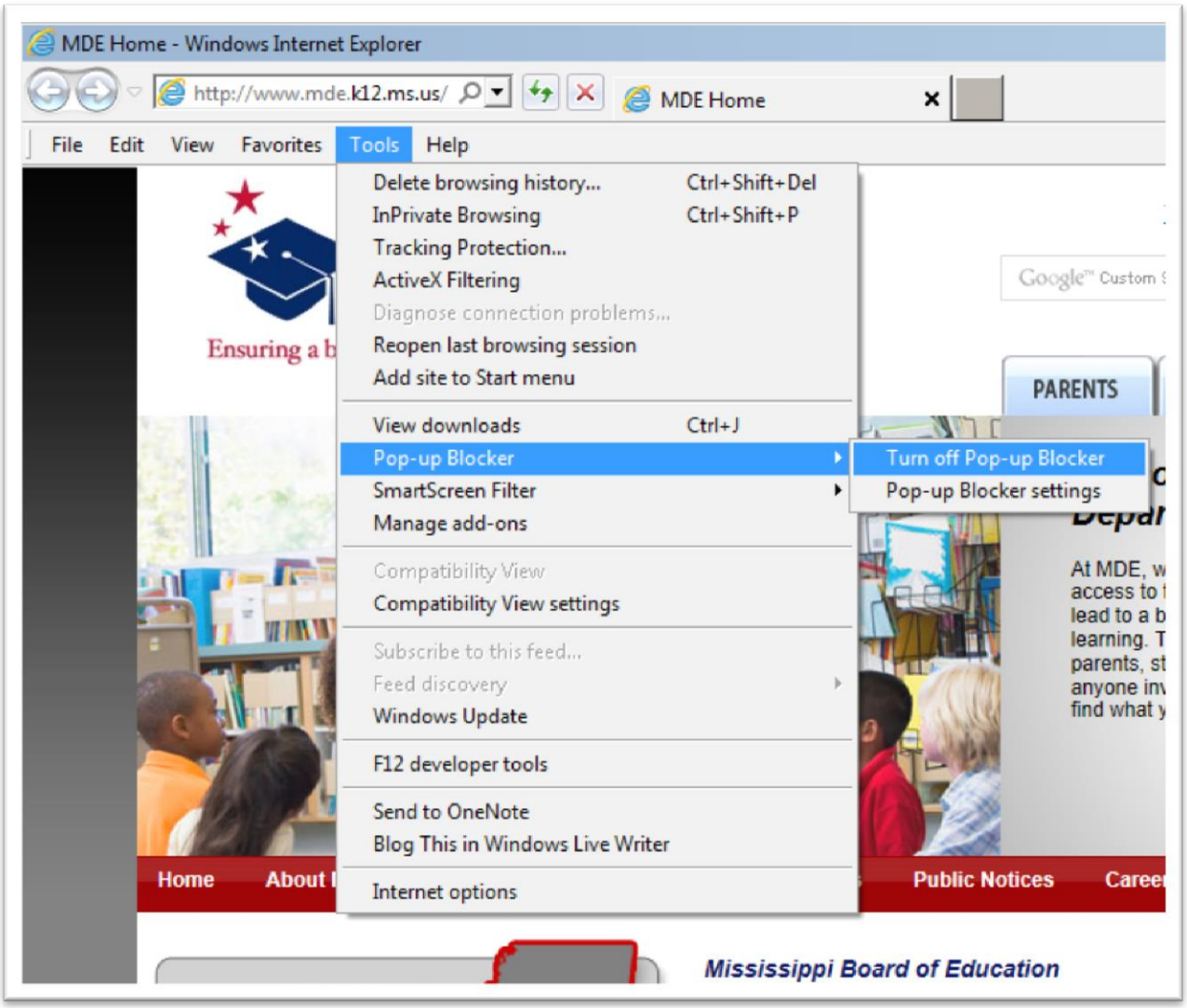

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
ACTIVE LISTING
District 0130 HOWARD SCHOOL DISTRICT All Districts
School 020 MC LAURIN TEST SCHOOL All Schools
Book Title
Publisher
ISBN
RUN REPORT

- The TIMS application has many reports for your convenience.
- The **Report Inventory** section contains reports for Active and Surplus by Listing, Subject, and Grade, Disposal Listing, and Transfer Listing.
- You may run the report with just the District/School that is selected or click the box next to the school name that says **All Schools** to get a listing of all schools within your district.
- You may also double click on the school number to select another school.
- The report can be customized by entering a specific book title, publisher, or ISBN.
- After all entries have been made, click **Run Report**.
- After clicking **Run Report**, the report will display.

MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE LISTING
07/15/2014

Dist	Sch	ISBN-13	Book Title	Copyright	Publisher	PE Qty	TE Qty	Cond	Grade	Subject	Cost
		9780000000000	MARKET PANTRY	1990	BARNELL LOFT, LTD	75	0	N/A	04	ADVANCED CHEMISTRY	89.99
		9780021473311	M-LATIN AMERICA AND CANADA, 1999	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	364	0	N/A	06	SOCIAL STUDIES GR 6	42.77
		9780021475728	COMMUNITIES	1999	MCGRAW HILL	252	0	N/A	03	SOCIAL STUDIES GR 3	31.00
		9780021476060	UNITED STATES, 1999	1999	MCGRAW-HILL SCHOOL DIVISION	258	0	N/A	05	SOCIAL STUDIES GR 5	
		9780021482658	M -MISSISSIPPI 1999 GRADE 4	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	215	0	N/A	04	MS HISTORY GRADE 4	33.00
		9780021488230	M -COMMUNITIES 2000 GRADE 3	2000	MACMILLAN/MCGRAW-HILL SCHOOL D	50	0	N/A	03	SOCIAL STUDIES GR 3	31.00
		9780021488551	M-UNITED STATES, 2000 GRADE 5	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	163	0	N/A	05	SOCIAL STUDIES GR 5	40.91
		9780022442286	M -MCGRAW-HILL SPELLING, GR 3, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	55	0	N/A	03	SPELLING GR 3	17.49
		9780022442293	M -MCGRAW-HILL SPELLING, GR 4, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	223	0	N/A	04	SPELLING GR 4	17.49
		9780022442309	M -MCGRAW-HILL SPELLING, GR 5, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	368	0	N/A	05	SPELLING GR 5	17.49
		9780022442316	M -MCGRAW-HILL SPELLING, GR 6, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	259	0	N/A	06	SPELLING GR 6	17.49
		9780022743017	OTTO OPPOSITE	1995	MACMILLAN	0	1	N/A	02	READING	.00
		9780022849689	M -HEALTH & WELLNESS, 2008, GR 5	2008	MACMILLAN/MCGRAW-HILL INC	100	0	N/A	05	HEALTH	42.60
		9780026432160	GL -NUTRITION AND WELLNESS, 2000	2000	GLENCOE/MCGRAW-HILL PUB CO	5	0	N/A	09-12	GENERAL HOME ECONOMICS & LIVING SKILLS	33.99
		9780030154492	HRW-PSYCHOLOGY: PRINCIPLES IN PRACTICE, 1998	1998	HARCOURT SCHOOL PUBLISHERS	10	0	N/A	09-12	PSYCHOLOGY	48.75
		9780131816589	PH WORLD STUDIES WESTERN HEMISPHERE	2005	PRENTICE HALL	387	0	N/A	06	SOCIAL STUDIES	
		9780153064135	HBJ-RHYTHM AND RHYME, STU ANTHOLOGY, LEV K/1, 1997	1997	HARCOURT SCHOOL PUBLISHERS	5	0	N/A	01	READING READINESS-BASAL	14.85
		9780153340437	HARCOURT SCIENCE	2002	HARCOURT SCHOOL PUBLISHERS	402	0	N/A	05	SCIENCE GR 5	41.62
		9780153340444	HARCOURT SCIENCE GRADE 6	2002	HARCOURT SCHOOL PUBLISHERS	458	0	N/A	06	SCIENCE GR 6	
		9780382348914	AW -SILVER BURDETT GINN MATHEMATICS, GR 1, 2001	2001	SCOTT FORESMAN	7	0	N/A	01	MATHEMATICS GR 1	22.86
		9780382363108	AW -MS SILVER BURDETT GINN MATHEMATICS GR 5 2001	2001	SCOTT FORESMAN	604	0	N/A	05	MATHEMATICS GR 5	41.95
		9780382363115	AW -MS SILVER BURDETT GINN MATHEMATICS, GR 6, 2001	2001	SCOTT FORESMAN	721	0	N/A	06	MATHEMATICS GR 6	41.95
		9780558372156	MS SCIENCE EXPLORER	2011	PEARSON EDUCATION (PRENTICE HALL)	75	0	N/A	06	SCIENCE	74.97
		9780558381509	MS SCIENCE EXPLORER TEACHER EDITION	2011	PRENTICE HALL	0	50	N/A	06	SCIENCE	
		9780618271214	HM -HMR MS, TREASURES, GR 1.4, 2004	2004	HOUGHTON MIFFLIN COMPANY	150	0	N/A	01	READING	21.75
		9780618271283	EXPEDITIONS	2004	HOUGHTON MIFFLIN CO.	395	0	N/A	05	READING	45.75
		9780618271290	TRIUMPHS	2004	HOUGHTON MIFFLIN CO.	390	0	N/A	06	READING	45.75
		9780618423637	HM SOCIAL STUDIES UNITED STATES HISTORY	2005	HOUGHTON MIFFLIN	316	0	N/A	05	SOCIAL STUDIES	
		9780618611218	HM -HOUGHTON MIFFLIN ENGLISH, 2006, GR 5	2006	HOUGHTON MIFFLIN COMPANY	486	0	N/A	05	ENGLISH	51.48

**** If your report does not display, please verify that your popup blocker is turned off ****

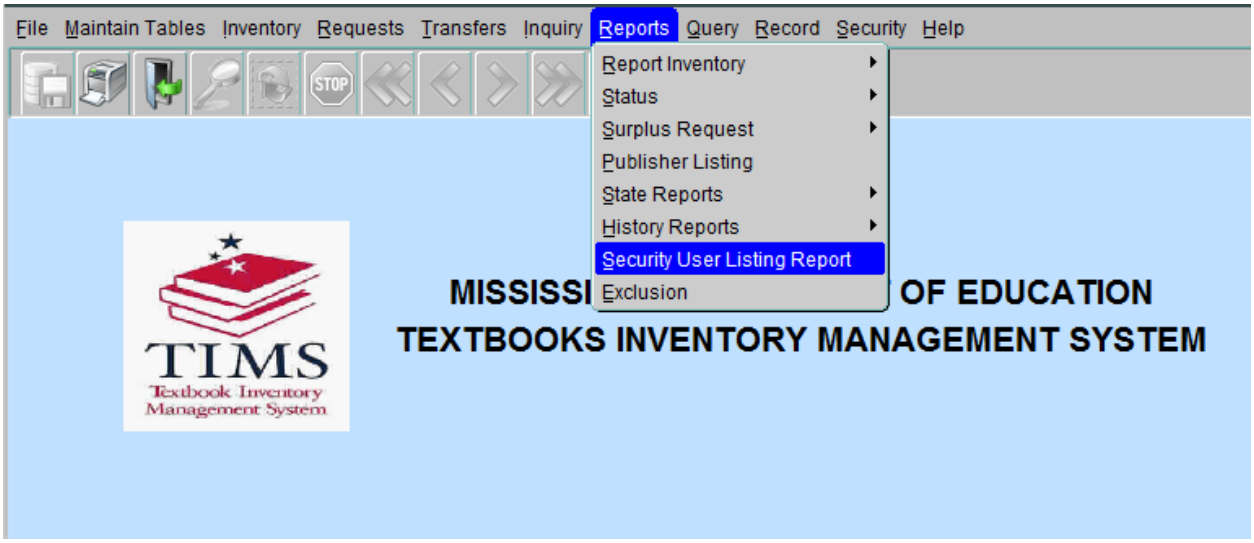


SECURITY USER LISTING REPORT

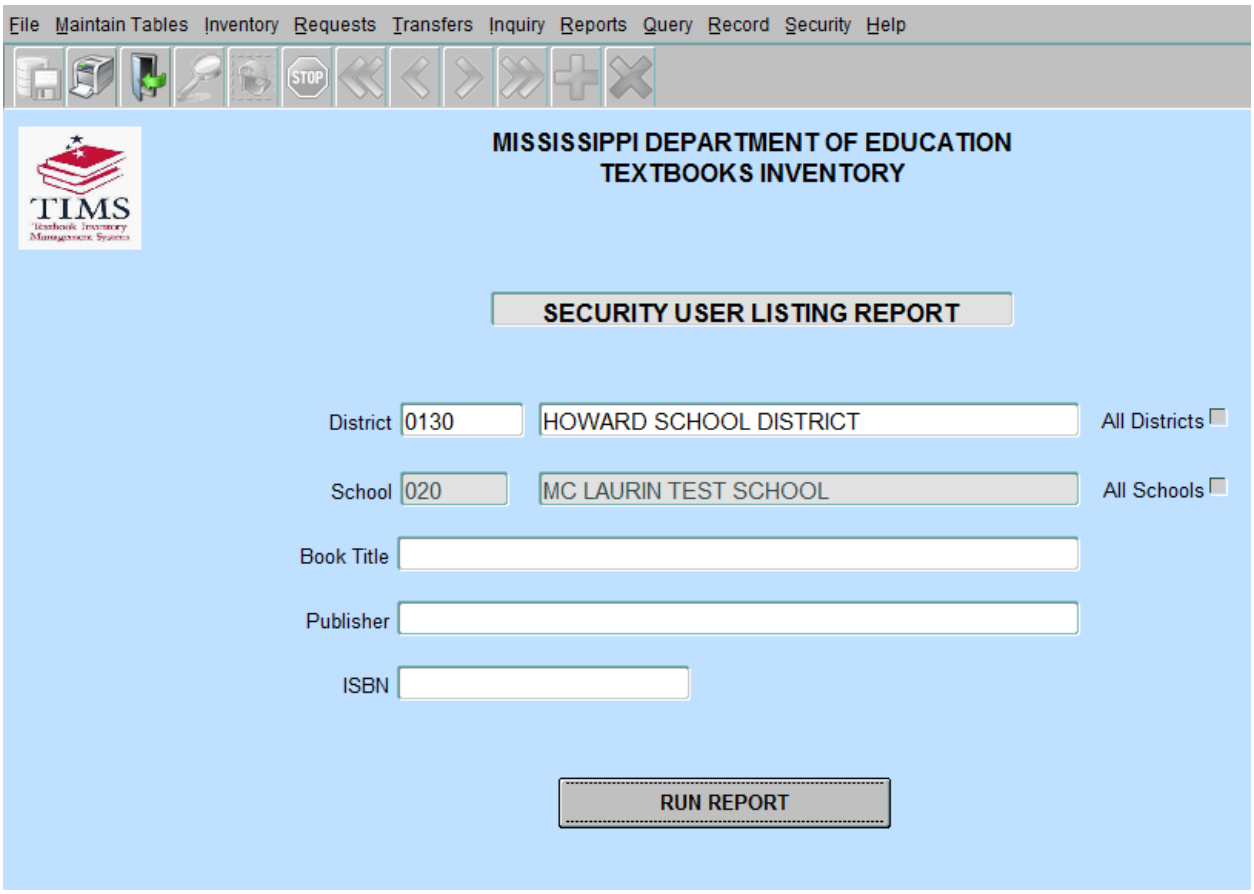
(Textbook Coordinator only)

The Security User Listing Report is a listing of all users in the district; it includes first and last name of the user, the user name, and the role of the user.

- To obtain a Security User Listing, click **Reports** and select **Security User Listing Report**.



- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display.
- Click the box next to the school name that says **All Schools** to get a listing of all schools within the district.

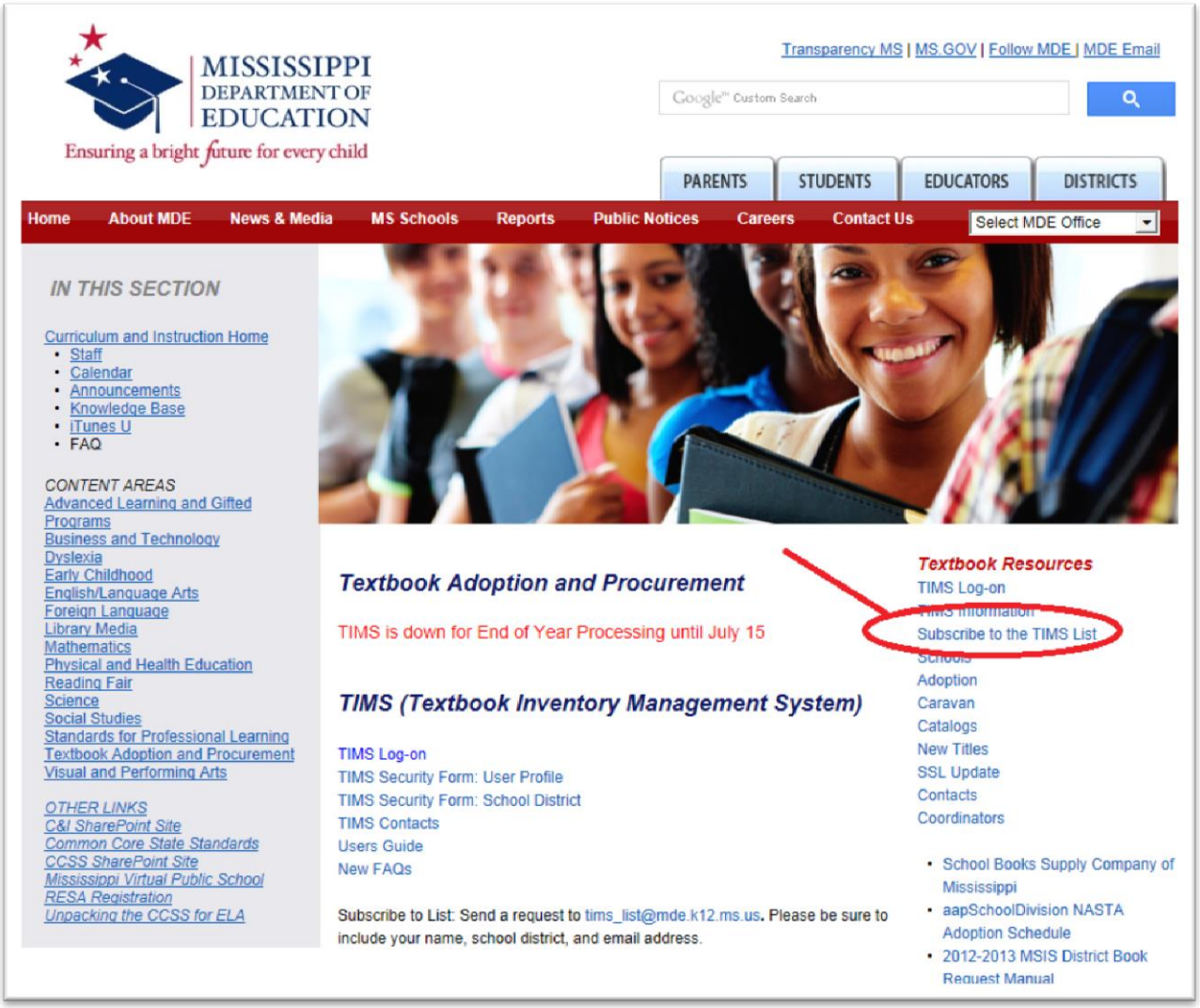

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
SECURITY USER LISTING REPORT
District 0130 HOWARD SCHOOL DISTRICT All Districts
School 020 MC LAURIN TEST SCHOOL All Schools
Book Title
Publisher
ISBN
RUN REPORT

- Click **Run Report**. After clicking Run Report, the report will display.
- If the report does not display in the foreground, minimize the screens on the desktop to see if the report is in the background.

Things to Remember about TIMS

- Textbook inventory should be entered year round! When you receive textbooks, please enter inventory into TIMS, **immediately**!
- Use the ISBN that is located **inside** the book on the copyright page.
- Textbooks that are **12 years or older** should not be in the TIMS program! It is an Accreditation violation. These textbooks should be transferred to Disposal.
- **Save** after every transaction.

***Please subscribe to the **TIMS Listserv** to receive updates regarding TIMS.



- Enter email address
- First and Last Name (optional)
- Click on Subscribe

Contact Information

Technical/Security Questions

Office of Technology and Strategic Services (OTSS) Help Desk 601-359-3959

E-mail MISAPPS@MDE.12.MS.US

General TIMS Questions

Reset Passwords

Textbook Office-601-576-7950

E-mail lkendrick@mde.k12.ms.

Office of Textbooks

500 Greymont Avenue, Suite G
P.O. BOX 771
Jackson, MS 39205-0771
Phone (601) 576-4950
Fax (601) 354-7590